

## POSITION DESCRIPTION

JOB TITLE:	Community Philanthropy Associate	STATUS:	Non-Exempt
REPORTS TO:	Senior Community Philanthropy Officer	HOURS:	Full Time
DATE:	May 2021	DEPT:	Philanthropy

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### **CFT's Vision**

To build thriving communities for all

### **CFT's Mission**

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

### **CFT's Values**

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

[Communities Foundation of Texas'](#) main focus is to enhance the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research and public safety and 3) strengthening the local philanthropic sector of donors and nonprofits. CFT programs include [Educate Texas](#), [Working Families Success Network](#), the W. W. Caruth, Jr. Fund and other key initiatives. Since 1953, CFT has granted more than \$2 billion to support nonprofits in our region, across the nation and the world. Learn more at [www.CFTexas.org](http://www.CFTexas.org) and through this [recent overview video](#).

### **Summary**

At Communities Foundation of Texas, our grantmaking and programs are key to our vision of building thriving communities for *all*. In addition, CFT aspires to be the "go-to place" both for donors and funders regarding information about nonprofits in the community, as well as for expert advice about philanthropic giving. The Community Philanthropy Associate is responsible for supporting this vision in coordination with the Community Philanthropy team and the Donor Services team to capitalize on CFT's evolving knowledge of existing community needs and maximize philanthropic involvement, opportunities, and impact in the region.

### **Key Responsibilities**

#### **Grantmaking**

- Support the tracking, receipt and due diligence of grant proposals being reviewed by a cross functional team to ensure applicant fit with CFT's discretionary grant investment areas
- Participate in reading and scoring applications as assigned, and support preparation of grant recommendations that will be advanced for approval

- Maintain constant and clear communication with nonprofits about the grantmaking process, criteria and decision process, to cultivate a culture of transparency and fairness

### **Communication**

- As a member of the Philanthropy Department, serve as a “face of the foundation” across the community. Represent CFT regularly on the phone, via email, and externally with donors, nonprofits, and civic/business leaders as required, elevating the opinion of those in the community of CFT’s staff and work
- Support nonprofit relationships via the answering of questions and sharing of department goals and processes via emails, calls and/or in person meetings

### **Program Support**

- Participate and support the planning and implementation of projects including workplan creation and execution, reporting and communication
- Provide support for Philanthropy programs including planning and managing meeting logistics, processing specific program grants, training sessions, etc.

### **General Administrative**

- Support and enhance systems and processes that undergird effective departmental operations
- Support preparation of materials and documents for trustee committee meetings
- Provide support for department projects, including supporting community and donor events and meetings hosted by CFT, including supporting scheduling, logistics, registration, preparation, note taking, and post-meeting follow-up
- Provide back of office administrative support for other activities, as needed

### **Community Engagement**

- When representing the foundation externally, steward positive, authentic relationships with nonprofit organizations and community partners, including other foundations and other funding partners
- Cultivate and maintain relationships with existing and potential community partners

### **Philanthropic Advising**

- Support the Donor Engagement team with helping donors achieve their objectives through CFT’s community knowledge, networks, and our ability to connect them with emerging and persistent community needs
- Represent the foundation externally at donor-related events as requested, typically in conjunction with other members of the department

### **Knowledge of the Community**

- Contribute to knowledge of evolving community needs (via relationships, events, conferences, and the reading of needs assessments and studies) and share learnings with other members of the department around existing and emerging areas of interest

### **INDIVIDUAL MANAGEMENT**

- Uphold, reinforce, and encourage Philanthropy Department culture agreements

### **Qualifications**

- Bachelor's degree and/or relevant work experience mandatory
- Nonprofit work experience required, preferably on the program and/or grantmaking side
- Knowledge of and familiarity with the local nonprofit sector

### **Skills & Requirements**

- Ability to manage multiple parallel priorities and deadlines
- Strong interpersonal skills (listening and relationship-building abilities), with ability to effectively communicate and collaborate with individuals of all levels and backgrounds
- Highly organized, with ability to provide attention to both detail and the big picture
- Strong writing and analysis skills, including ability to synthesize information
- Proven motivation to make the world a better place
- Ability to focus and manage time in both an in-office and work-from-home environment
- Collaboration, project management experience a plus
- Valid state issued driver's license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Send your cover letter, resume and salary requirements to: [careers@cftexas.org](mailto:careers@cftexas.org)